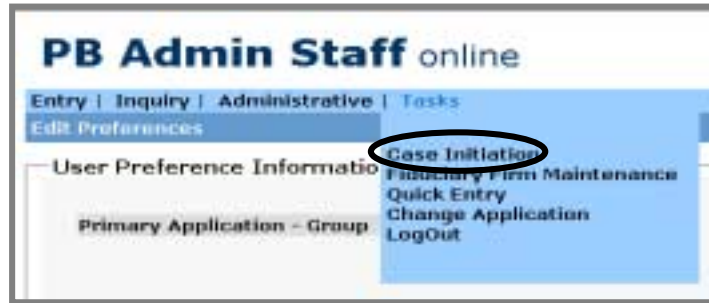# CHAPTER 2 – CREATING A CASE

CASE INITIATION

To create a new case click '**Tasks'** on the Menu bar. From the drop-down list choose
Case Initiation.

In this screen you will enter:

(1) Type of Case

(2) Case Number (no need to use "PB" designation)

(3) Format (5, 6, or 10 digit number)

(4)Primary and (5) Additional Subcategories

(6) Court location (Mesa or Downtown)

(7) Date of Filing

(8) Case Notes

(9) Access Control (one available choice)

(10) Closing date (automatic trigger fills in this field once the case has been closed)

✓All categories (except Case Number) have drop-down lists or calendars to choose information from.

Click **Continue** to allow iCIS to search for case number duplication

Use **Cancel** to cancel the new case and return to the previous screen

Use **Clear** to empty all the fields but case number and file date

Once you have filled in the fields, click **Continue**. iCIS will perform a search to make sure you are not duplicating an existing case number. If the case number is accepted, the '**Add Parties to Case**' window opens.

ADD PARTIES TO CASE

Fill in each field with information about the parties in the case. Check the 'Other' box at the right to designate parties who are not true or legal (have not filed or paid a filing fee).

If the case involves a business, check here. The fields will change as in the example below

Clicking '**Continue**' will check for duplicate names or open an additional screen for party information

Clicking '**Add More**' will start a search by iCIS for duplicate party names and empty the above fields to allow the addition of more parties to the case

NOTE:

If your case has more than 5 parties, fill in all of the boxes then click the **Add More** button. iCIS will check for duplicates, then empty the fields to allow more parties to be added.

When you have finished typing the party information click the '**Continue'** button

PARTY INQUIRY SCREEN

iCIS will now perform a search and return any duplicate, existing party names.

If the party you added already exists you can click the '**Add To Case'** link. The party name will be added to the new case and successive names will be checked for duplication. Choosing this option will allow iCIS to display all related cases for the party in the **Related Cases** screen and on the **Main Page**.

If the party name does not exist, click the '**Add As New'** button. The name will be added to the case and successive name will be checked for duplication.

If you do not wish to add the name, click '**Disregard Entry'**. The first name will disappear and successive names will be checked for duplication.

When all party names have been added and checked for duplication, the '**Add Parties To Case'** screen will reappear.

The added parties will be listed in the lower section, '**Existing People in Case**'.

Click **Continue** to resume the case initiation process.

Party Information

A party information screen will open. The upper window contains fields for entering personal information for each party such as social security number, phone numbers and email address.

The lower window displays information already on file for the parties.

Fill in the upper fields with party information and click the **Continue** button.

Person Address

The **Person Address** screen will open. Enter the party's address making sure you (1) check the 'Primary Address' checkbox <u>if</u> this is the party's main address and (2) choose the type of address (Home, Work, Mailing, Care Of).

If there are more addresses for this party, click the **Add More** button and fill in the fields again.

If the party's address already exists in iCIS, use the drop-down arrow to pick the existing address.

Click **Continue** to move to the next party's address screen.

Continue filling out address screens for all new parties.
When the final address screen is complete, iCIS will automatically open the '**Fees**'
screen.

FEES

All parties in the case will be listed alphabetically in the **Fees** screen
Click the drop-down arrow to choose the type of fee owed by each party.

Click **Continue** to resume the case initiation process.

ATTORNEYS IN CASE

The **Attorneys In Case** screen opens next. The upper section contains four fields where criteria can be entered to search for an attorney. The center section displays a listing of all parties in the case.

To search for an attorney fill in at least one criteria field and click the Search button at the bottom of the screen.

Click the drop-down arrow under Search Results to view the matching attorney names.

Select an attorney's name from the drop-down list and the attorney's Bar ID# will populate the matching field in the center section. The 'Assign Date' will be populated with the case filing date automatically and the 'Type' will be set to Primary by default.

Choose an **Assign Reason** from the drop-down list

Choose the party to whom the attorney is being assigned by placing a check in the box in front of their name.

Click **Save** at the bottom.

Note:
   If you will be assigning more than one attorney at this time, click the '**Add More**' button instead of **Save**. iCIS will save the attorney assignment, then empty the fields to allow more attorney/party assignments.

In the **Existing Assignments** section at the bottom of the screen all parties in the case are listed along with their current attorney information.

If an attorney withdraws from a case, fill in the Withdraw Date and Withdraw Reason then click the **Save** button.